



Job Title: Education & Camp Bighorn Assistant

Location: National Bighorn Sheep Center, 10 Bighorn Lane, Dubois, WY

Desired Start Date: May 1, 2020

Work Schedule: Part-time Position (15-32 hours/week). Position requires the applicant's ability to work regular business hours including some weekends, plus occasional evenings and special events. Some travel required. Flexible scheduling based upon staffing needs.

Compensation: Starting at \$13/hour; Employer-matched simple IRA benefit potential after one-year employment.

Organizational Background:

The National Bighorn Sheep Center (NBSC) is a 501(c)3 nonprofit organization based in Dubois, Wyoming. Founded in 1993, our mission is to educate the people about Bighorn Sheep and the conservation of wildlife and wild lands. The National Bighorn Sheep Center features dioramas with full-scale taxidermy mounts, interactive exhibits about wildlife management and opportunities for guided wildlife tours and special events year-round.

We are a team of leaders and educators who are passionate about wildlife and in particular, bighorn sheep. We teach children and adults alike, from visiting tourists to local residents the value of wildlife and bighorn sheep, and we promote wildlife habitat conservation through our educational exhibits, outreach efforts and special events.

Summary of Position:

The Education Assistant works closely and collaboratively with the Executive Director, Education Manager and/or other staff and volunteers to coordinate and implement education programs and outreach events, implement programming, manage logistics, provide support leading up to and during Camp Bighorn and provide quality visitor services. We are seeking a highly motivated individual who is experienced in the nonprofit sector, who works well independently and as part of a team. Prior experience in the following areas is preferred:

- Teaching including outdoor/environmental education or K-12 professional teaching settings;
- A strong background in Rocky Mountain wildlife ecology, biology and habitat and a willingness to learn;
- Excellent communication skills including research, writing, editing and presentation skills with a wide range of audiences including children, families and adults;
- Outreach and marketing skills (including WordPress website management, social media, advertising and online member communication tools);
- Friendly visitor services and/or wildlife interpretation with strong people, communication and organization skills.

Position Responsibilities & Scope:

- Primary role and responsibilities:
 - Assist in expansion and implementation of existing education programs for varying age groups and audiences (25% based on needs)
 - Assist with regular visitation outreach and interpretation opportunities
 - Assist Education Manager with special group educational tours such as Road Scholars, other adult-learning bus tour groups, school groups and other special groups as scheduled
 - Assist with implementation of new programs, as needed, to expand educational programming opportunities
 - Assist in programming, management of logistics and provide support for Camp Bighorn (August 2-6, 2020) at the Whiskey Mountain Conservation Camp (25% leading up to and 100% during camp dates)
 - Assist with program and activity development, being aware of and helping with camp logistics, schedule and duties before Camp Bighorn



- Assist with daily programming, including setting up and participating in activities, engaging with participants and helping ensure overall flow of camp programs
- Coordinating with Camp Manager, Program Leaders and Volunteers to ensure all camp duties and responsibilities are being managed properly
- Assist with overall camp functioning including Cabin Chaperoning oversight as needed
- Other Camp Bighorn duties as needed
- Assist in admissions, gift shop sales, general visitor services and Center upkeep as needed (25% based on season and needs)
 - Opening and closing of Center, and working at the front desk during business hours
 - Collect admission fees and payments for gift shop and fundraising donations through the Point of Sales system
 - Welcoming visitors, taking admissions and waiting on customers in the gift shop with a strong commitment to welcoming, encouraging and engaging with people of all backgrounds
 - Provide basic wildlife and bighorn sheep biology information as well as information about the local area and NBSIA's mission in a polite and professional manner
- Assist in preparation for and hosting of special events hosted by NBSC which may or may not be specifically education-related (10%)
 - Assist in marketing, coordination, set up, hosting and cleanup for special events hosted by NBSC
- Assist in expanding outreach efforts and education program to local, statewide, regional and national education partners, schools and youth programs (10%)
- Assist in membership and donor development efforts, including but not limited to database entry and maintenance, membership renewals and incentives, and donor relations (5%)
- Other duties will include assisting with general upkeep, maintenance and cleaning of the Center

Qualifications:

- Bachelor degree required, with at least one year of related or transferable experience
- Willingness and ability to multitask in a busy, small staff space with regular interruptions and at times in a stressful environment (i.e. at special events, fundraising events, during busy summer visitation days, etc.)
- Ability to develop work plans and manage projects
- Strong verbal and written communication skills as well as strong organizational and interpersonal skills
- Independently motivated with ability to work as part of a team
- Punctual and dependable
- Proficiently computer literate with both Windows and IOS (including Point of Sales systems, MS Word, Publisher, Excel, PowerPoint, Wordpress website management, social media, etc.)
- Be in good physical condition for occasional outdoor events and outings, Camp Bighorn, long hours of standing, changing exhibits and/or outreach activities
- Retail experience a plus
- Background with wildlife, interpretation, museums and exhibits, habitat conservation and/or outdoor education a plus

To apply: Please send a cover letter and a resume including three references to sara@bighorn.org. Position is open until filled.